

Message Text

UNCLASSIFIED

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ACTION FSI-04

INFO OCT-01 ARA-14 ISO-00 CA-01 PER-05 /025 W

-----110707 231623Z /41/15

R 222347Z SEP 77

FM AMEMBASSY MEXICO

TO SECSTATE WASHDC 5189

INFO AMCONSUL TIJUANA

AMCONSUL MONTERREY

AMCONSUL MAZATLAN

AMCONSUL GUADALAJARA

UNCLAS SECTION 01 OF 04 MEXICO 15936

C O R R E C T E D C O P Y ADDING REF NBR

E.O. 11652: N/A

TAGS: AFSI, CGEN

SUBJECT: FSI: CONSULAR LOCALS U.S. TRAINING PROGRAM

REF: STATE 214231

WHILE THE REFERENCE TELEGRAM WAS SENT ONLY TO MEXICO CITY AND MONTERREY, THE EMBASSY REQUESTS THAT CANDIDATES FOR THE CONSULAR TRAINING PROGRAM BE CONSIDERED FROM ALL POSTS IN MEXICO AND THAT THE SELECTION NOT BE LIMITED TO TWO ADDRESSEE POSTS.

THE FOLLOWING NOMINATIONS ARE SUBMITTED:

MISS VIRTUDES VALDES MARTINEZ, CONSULAR SPECIALIST
AMCONSUL TIJUANA

1) DATE AND PLACE OF BIRTH: NOVEMBER 3, 1934
CIUDAD ACUNA, COAHUILA - MEXICO

2) MISS VALDES IS BILINGUAL IN SPANISH AND ENGLISH.
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3) LENGTH OF SERVICE TO DATE: SHE HAS 21 YEARS OF SERVICE
WITH USG.

4) MISS VALDES IS THE SENIOR MEXICAN OF THE TIJUANA
CONSULAR (VISA) SECTION, WHICH IS THE FOURTH OR FIFTH
LARGEST US VISA ISSUING POST IN THE WORLD. SHE HAS

CONSIDERABLE EXPERIENCE IN ALL CONSULAR FUNCTIONS. HER PRESENT RESPONSIBILITIES AND DUTIES ARE BOTH MANAGERIAL AND SECRETARIAL: THEY INCLUDE PROVIDING GUIDANCE AND SUPERVISION TO THE VISA SECTION CLERICAL STAFF, ASSISTING IN PLANNING WORK METHODS AND ASSIGNMENTS AND DISTRIBUTING THE LATTER, TRAINING NEW CLERICAL STAFF, AND PREPARING REQUIRED VISA REPORTS. MISS VALDES' JOB REQUIRES FREQUENT DAILY CONTACT WITH BOTH AMERICAN (IN CALIFORNIA) AND MEXICAN OFFICIALS AND PROFESSIONAL PEOPLE AS WELL AS AS WITH VISA APPLICANTS. IN ADDITION SHE SERVES AS AN OFFICIAL AND UNOFFICIAL COMMUNICATION LINK BETWEEN FSL'S, OFFICERS, AND MEMBERS OF THE PUBLIC. MISS VALDES IS A TRULY VALUABLE EMPLOYEE, AND WE BELIEVE BOTH SHE AND THE POST WOULD GREATLY BENEFIT FROM HER PARTICIPATION IN THE PROPOSED TRAINING PROGRAM IN WASHINGTON, D.C.

5) EDUCATION INCLUDES THIRD THROUGH TENTH GRADE IN PRIVATE SCHOOLS IN SAN DIEGO, CALIFORNIA AND 10 MONTHS' BUSINESS SCHOOL IN TIJUANA. SHE IS IN EXCELLENT HEALTH; SHE IS FULLY CAPABLE OF SPEAKING IN PUBLIC AND FULLY QUALIFIED TO PARTICIPATE IN SEMINARS.

6) COST ROUND TRIP - TIJUANA (SAN DIEGO) - WASHINGTON
\$ 368.52 DLLS.
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MISS ROSA MARIA GUZMAN BUSTILLO - CONSULAR SPECIALIST -
AMEMBASSY MEXICO CITY

1) JULY 13, 1942 - MEXICO CITY

2) SHE IS BILINGUAL

3) SHE HAS FOURTEEN YEARS OF SERVICE WITH USG.

4) PRESENTLY SHE SUPERVISES THE NINE OTHER LOCAL EMPLOYEES IN THE IMMIGRANT VISA SECTION IN THE EMBASSY. SHE IS DIRECTLY RESPONSIBLE FOR THEIR TRAINING AND TO A DEGREE THEIR SELECTION. IN ADDITION, ALTHOUGH SHE HAS NO SUPERVISORY AUTHORITY OVER JUNIOR OFFICERS ROTATING THROUGH THE UNIT, SHE MUST GIVE THEM ASSISTANCE AND ADVICE IN OFFICE PROCEDURES.

AS A MAJOR PART OF HER RESPONSIBILITIES CONCERN THE FLOW AND DISTRIBUTION OF WORKLOAD IN THE UNIT, SHE WOULD BE ABLE TO PUT TO GOOD USE THOSE ASPECTS OF THE TRAINING PROGRAM WITH DEAL WITH METHODS OF HANDLING CONSULAR

WORKLOADS. THIS POINT IS PARTICULARLY NOTEWORTHY NOW THAT WE FACE A CONSIDERABLE INCREASE IN LOCAL PERSONNEL TO HANDLE THE CUBAN NUMBERS PROGRAM NAY OF THE ADDITIONAL PERSONNEL WILL FALL UNDER HER SUPERVISION.

5) MISS GUZMAN IS A HIGH SCHOOL GRADUATE AND HAS THE EQUIVALENT OF THREE YEARS OF COMMERCIAL SCHOOL. SHE IS IN EXCELLENT HEALTH; WE ARE SANGUINE SHE WOULD BE CAPABLE OF PUBLIC SPEAKING, AND ABLE TO HANDLE HERSELF IN SEMINARS.

6) COST ROUND TRIP - MEXICO - WASHINGTON \$ 344.00 DLLS.

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ACTION FSI-04

INFO OCT-01 ARA-14 ISO-00 CA-01 PER-05 (ISO) W
-----097803 230303Z /15

R 222347Z SEP 77
FM AMEMBASSY MEXICO
TO SECSTATE WASHDC 5190
INFO AMCONSUL TIJUANA
AMCONSUL MONTERREY
AMCONSUL MAZATLAN
AMCONSUL GUADALAJARA

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MRS. MARIA GRACIELA GARCIA DE MARTINEZ, SR. CONSULAR
ASSISTANT (VISA) - AMCONSUL MONTERREY

1) FEBRUARY 7, 1946 - MEXICO CITY

2) FLUENT IN ENGLISH

3) SHE HAS 12 AND A HALF YEARS OF SERVICE WITH USG.

4) SHE IS PRESENTLY A SENIOR VISA ASSISTANT AT THE CONSULATE GENERAL IN MONTERREY WITH FULL SUPERVISORY AND MANAGERIAL RESPONSIBILITY FOR THE IMMIGRANT VISA SCHEDULING AND APPOINTMENTS SECTION. WITH THE ANTICIPATED ADDITIONS TO OUR PRESENT STAFF, IT IS EXPECTED THAT MRS. MARTINEZ WILL BE DIRECTLY SUPERVISING AT LEAST 23 FSL'S. MRS. MARTINEZ HAS EXPERIENCE IN ALL VISA RELATED SECTIONS AND HER PAST WORK PERFORMANCE HAS BEEN RECOGNIZED

BY A MERITORIOUS SERVICE INCREASE IN 1975 AND A MERITORIOUS HONOR AWARD IN MAY, 1977.

THE RECENT COURT DECISION TO RECOVER SOME 144,000 CUBAN NUMBERS HAS PLACED AN IMMEDIATE DEMAND ON THIS CONSULATE TO SCHEDULE IMMIGRANT VISA INTERVIEWS FOR APPROXIMATELY UNCLASSIFIED

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52,000 ADDITIONAL APPLICANTS WITHIN A TWO YEAR PERIOD. MRS. MARTINEZ WILL PLAY AN INTEGRAL PART IN THE SCHEDULING OF THESE APPLICANTS AND WILL SHARE IN THE NECESSARY ORGANIZATION, PLANNING, AND TRAINING LOAD PLACED ON WHAT IS ALREADY ONE OF THE HIGHEST VOLUME IMMIGRANT VISA ISSUING POSTS. IN VIEW OF THE GREAT CONCERN WITH WHICH THE DEPARTMENT VIEWS OUR OBLIGATION TO PROCESS THESE ADDITIONAL APPLICANTS, WE WANT EVERY POSSIBLE ADVANTAGE IN TECHNIQUES OF PROBLEM SOLVING AND IN NEW APPROACHES AND SINCE MRS. MARTINEZ IS THE KEY EMPLOYEE IN THIS WORK, WE FEEL THAT THIS CONSULATE WOULD GREATLY BENEFIT FROM THE PURPOSE OF THE TRAINING PROGRAM AND STRONGLY RECOMMEND HER.

5) EDUCATION: 3 YEARS SECONDARY (LA PAZ), ONE YEAR SPECIAL ENGLISH (PANAMERICAN SCHOOL), TWO YEARS SECRETARIAL TRAINING (PANAMERICAN SCHOOL). SHE HAS ATTENDED REGIONAL CONSULAR CONFERENCES, AND IS CONSIDERED FULLY CAPABLE OF PUBLIC SPEAKING, AND PARTICIPATING IN SEMINARS.

6) COST ROUND TRIP - MONTERREY - WASHINGTON \$ 302.74

MARTHA LUCRECIA ROJAS GRACIA, SR. CONSULAR ASSISTANT - AMCONSUL MAZATLAN

1) AUGUST 16, 1944 - MAZATLAN, SINALOA - MEXICO

2) FLUENT IN ENGLISH AND FRENCH

3) SHE HAS TEN YEARS, EIGHT MONTHS OF SERVICE WITH USG.

4) MISS ROJAS PERFORMS A WIDE RANGE OF CONSULAR DUTIES WHICH INCLUDE DEALING WITH ALL ASPECTS OF THE PROBLEMS OF AMERICAN CITIZENS, INCLUDING PRISONERS, CONTACTING UNCLASSIFIED

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GOVERNMENT OFFICIALS AT ALL LEVELS, AND DEALING DIRECTLY WITH WELFARE, WHEREABOUTS, AND DEATH PROBLEMS. DURING PEAK WORK PERIODS OR DURING THE ABSENCE OF OTHER PERSONNEL,

MISS ROJAS ASSUMES NIV RECEPTIONIST, PASSPORTS AND CITIZENSHIP, NOTARIALS AND FEDERAL BENEFITS WORK. MISS ROJAS MEETS AND SURPASSES ALL REQUIREMENTS OF ESTABLISHED CRITERIA FOR TRAINING. SHE HAS HAD EXPERIENCE IN NEARLY ALL ASPECTS OF CONSULAR WORK. IN THIS SMALL, BUT EXTREMELY ACTIVE POST, SHE CARRIES OUT MANY ACTIONS AND ASSIGNMENTS WITH LITTLE OR NO SUPERVISION. HER HANDLING OF AMERICAN CITIZENS SEEKING AID IS MASTERFUL AND HER PERSUASIVENESS WITH GOVERNMENT OFFICIALS IS INVALUABLE. BECAUSE OF HER WIDE RANGE OF DUTIES AND EXPERIENCE, AND THE RAPIDLY EXPANDING ROLE OF SPECIAL CONSULAR SERVICES ENVISIONED BY THE CONGRESS, MISS ROJAS WOULD BENEFIT GREATLY BY PROGRAM PARTICIPATION WHICH WOULD ALLOW HER TO UPDATE HER KNOWLEDGE AND BROADEN HER PERSPECTIVE TO THE ADVANTAGE OF THE U.S. GOV GOVERNMENT.

5) EDUCATION: COMMERCIAL STUDIES (THREE YEARS), HIGH SCHOOL STUDIES (THREE YEARS), ENGLISH (THREE YEARS), FRENCH (FOUR YEARS), SEVERAL SEMINARS OFFERED BY THE ASSOCIATION OF EXECUTIVE SECRETARIES. SHE IS IN EXCELLENT HEALTH AND FULLY CAPABLE OF PUBLIC SPEAKING AND PARTICIPATING ACTIVELY IN SEMINARS.

6) COST ROUND TRIP - MAZATLAN - WASHINGTON \$ 503.56 DLLS.

MISS GRACIELA MANZANARES LEJARAZU - SR. CONSULAR ASSISTANT - AMCONSUL - GUADALAJARA

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ACTION FSI-04

INFO OCT-01 ARA-14 ISO-00 CA-01 PER-05 (ISO) W
-----097940 230305Z /15

R 222347Z SEP 77
FM AMEMBASSY MEXICO
TO SECSTATE WASHDC 5191
INFO AMCONSUL TIJUANA
AMCONSUL MONTERREY
AMCONSUL MAZATLAN
AMCONSUL GUADALAJARA

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- 1) JULY 31, 1936 - MEXICO CITY
- 2) BILINGUAL IN SPANISH AND ENGLISH

3) NINE YEARS OF SERVICE WITH USG.

4) SHE PROCESSES FIRST-TIME APPLICANTS FOR US CITIZENSHIP, LOSS OF US NATIONALITY, GUIDES AND ASSISTS JUNIOR CONSULAR ASSISTANT ON PASSPORT APPLICATIONS AND REPORTS OF BIRTH, PROCESSES COMPLICATED APPLICATIONS FOR US PASSPORTS, HANDLES ALL SUSPECTED FRAUDULENT CLAIMS TO NATIONALITY OR REQUESTS FOR BIRTH REPORTS, PROVIDES SUPERVISION TO NOTARIAL CLERK AND TO JUNIOR PASSPORT CLERK AND CARRIES OUT THE DUTIES WHEN THEY ARE ABSENT. PREPARES CORRESPONDENCE RE CITIZENSHIP AND LOSS OF NATIONALITY AS WELL AS ON PROTECTION AND WELFARE MATTERS. MAINTAINS CONTACT AND COMMUNICATES WITH MEXICAN OFFICIALS, PROVIDES INFORMATION CONCERNING MEXICAN IMMIGRATION PROBLEMS ENCOUNTERED BY US CITIZENS. MAKES DETERMINATION OF CITIZENSHIP ON DERIVATIVE CLAIMS. BACKSTOPS AND REPLACES AS NEED ARISES OTHER LOCAL EMPLOYEES OF THE SECTION. SUPERVISES TWO JUNIOR EMPLOYEES.

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5) EDUCATION: GRAMMAR AND HALF HIGH SCHOOL IN US, COMMERCIAL AND SECRETARIAL STUDIES IN MEXICO. ENROLLED IN FS CITIZENSHIP-PASSPORT COURSE. NINE YEARS CONSULAR EXPERIENCE. IS IN EXCELLENT HEALTH AND FULLY CAPABLE OF PUBLIC SPEAKING AND PARTICIPATING IN SEMINARS.

6) COST ROUND TRIP - GUADALAJARA - WASHINGTON \$ 360.74 DLLS

ANA CLOTILDE ESCOBAR ANCHETA - CONSULAR ASSISTANT - AMEMBASSY MEXICO CITY

1) APRIL 20, 1948 - HERMOSILLO, SONORA - MEXICO

2) BILINGUAL IN SPANISH AND ENGLISH

3) SHE HAS TEN YEARS OF SERVICE WITH USG --EIGHT YEARS IN CONSULATE IN HERMOSILLO. TWO YEARS IN EMBASSY IN MEXICO CITY.

4) SHE PROCESSES PASSPORT APPLICATIONS, AMENDMENTS AND EXTENSIONS OF PASSPORTS, REPORTS OF BIRTH ABROAD, LOSS OF NATIONALITY CASES AND ADJUDICATIONS OF CITIZENSHIP. SHE IS OFTEN CALLED UPON TO ASSIST IN THE PERFORMANCE OF NOTARIAL SERVICES. BECAUSE OF HER EXPERIENCE IN NOTARIAL SERVICES SHE WAS ASKED TO TRAIN A NEW EMPLOYEE IN THAT FUNCTION. DURING THE EIGHT YEARS AT THE CONSULATE

GENERAL IN HERMOSILLO, MISS ESCOBAR GAINED EXPERIENCE IN ALL PHASES OF CONSULAR WORK. FOR FOUR YEARS SHE WORKED IN PROTECTION UNIT AND AT THE SAME TIME WAS THE RECEPTIONIST IN THE CONSULATE GENERAL, FOR ANOTHER FOUR YEARS SHE WORKED IN THE CITIZENSHIP AND PASSPORT UNIT AND ASSISTED IN IV'S AND NIV'S.

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WE EXPECT THAT MISS ESCOBAR WILL BE PROMOTED WITHIN THE NEXT FEW MONTHS. THE TRAINING SHE WILL RECEIVE IN WASHINGTON WILL BE OF INESTIMABLE ASSISTANCE TO HER AND THE UNIT. WE ANTICIPATE THAT WITH ADDITIONAL TRAINING AND EXPERIENCE MISS ESCOBAR WILL BE ELIGIBLE FOR PROMOTION AS ONE OF THE SENIOR EMPLOYEES IN THE CONSULAR SECTION WITHIN THE NEXT YEAR OR TWO.

5) EDUCATION: SECONDARY SCHOOL, HERMOSILLO; PREPARATORIA TWO YEARS-HERMOSILLO, GRADUATED FROM IMMACULATE HEART HIGH SCHOOL, TUCSON, ARIZONA. SHE IS AN IN EXCELLENT HEALTH AND CAPABLE OF PUBLIC SPEAKING AND PARTICIPATING IN SEMINARS.

6) COST ROUND TRIP - MEXICO - WASHINGTON \$ 344.00 DLLS.

IGNACIO ROMERO SANCHEZ - CONSULAR SPECIALIST - AMEMBASSY - MEXICO CITY

1) JUNE 1, 1919 - ATOTONILCO EL ALTO, JALISCO - MEXICO

2) HIS ENGLISH IS EXCELLENT

3) HE HAS NINE YEARS OF SERVICE WITH USG.

4) MR. ROMERO IS UNDER ONLY GENERAL SUPERVISION, SINCE USUALLY WHEN ASSIGNED A SPECIFIC TASK, HE COMPLETES THE PROJECT ON HIS OWN, MAKING WHATEVER CONTACTS WITH MEXICAN AUTHORITIES ARE APPROPRIATE. HE DRAFTS CORRESPONDENCE BOTH IN ENGLISH AND SPANISH AND, OF COURSE,

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ACTION FSI-04

INFO OCT-01 ARA-14 ISO-00 CA-01 PER-05 (ISO) W

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R 222347Z SEP 77

FM AMEMBASSY MEXICO

TO SECSTATE WASHDC 5192

INFO AMCONSUL TIJUANA

AMCONSUL MONTERREY

AMCONSUL MAZATLAN

AMCONSUL GUADALAJARA

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PROVIDES TRANSLATIONS. IN A SEMI-SUPERVISORY CAPACITY HE PERFORMS A VERY IMPORTANT ROLE IN HELPING TO TRAIN THE THREE JUNIOR OFFICERS IN THE EMBASSY ROTATION PROGRAM.

HIS UNDERSTANDING OF DEATH AND ESTATES, PROPERTY CLAIMS, WELFARE AND WHEREABOUTS, AND OTHER ASPECTS OF CITIZENS ASSISTANCE WORK IS EQUAL OR EXCEEDS THAT OF MANY EXPERIENCED CONSULAR OFFICERS. MR. ROMERO MUST KEEP ABREAST OF NOT ONLY CURRENT EVENTS AND MEXICAN LAWS AND REGULATIONS, BUT MUST HAVE A FAIRLY CLEAR UNDERSTANDING OF UNITED STATES LAWS AND CUSTOMS AS WELL.

5) EDUCATION: COLEGIO SALESIANO, GUADALAJARA, JALISCO: GUADALAJARA UNIVERSITY, DIPLOMA DOCTOR OF MEDICINE. HE IS IN EXCELLENT HEALTH AND FULLY CAPABLE OF PUBLIC SPEAKING AND PARTICIPATING ACTIVELY IN SEMINARS.

6) COST ROUND TRIP - MEXICO CITY - WASHINGTON \$344.00 DLLS.

MISS MARTHA RIVAS ALONSO - SR. CONSULAR ASSISTANT (VISA) - AMCONSUL - GUADALAJARA
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1) FEBRUARY 23, 1934 SAN LUIS POTOSI - MEXICO

2) BILINGUAL IN SPANISH AND ENGLISH.

3) TEN YEARS OF SERVICE WITH USG.

4) PROVIDES GENERAL INFORMATION OF NIV REQUIREMENTS, BORDER CROSSING CARDS, FIANCEE, STUDENT, AND WORKING VISAS. IN CHARGE OF NIV SECTION. PREPARES MONTHLY

NIV REPORT OF REFUSALS AND ISSUANCES, IS ALTERNATE COMPUTER OPERATOR, SUPERVISES NIV AND FILE SECTIONS, ALTERNATE SECRETARY OF VISA SECTION, CONTROL IV QUOTA NUMBERS, PREPARES REQUIRED IV REPORTS AND MONTHLY TIME REPORT.

5) EDUCATION: HIGH SCHOOL, MEXICAN-AMERICAN CULTURAL INSTITUTE, EIGHTEEN YEARS OF VISA EXPERIENCE. SHE IS IN EXCELLENT HEALTH AND FULLY CAPABLE OF PUBLIC SPEAKING AND PARTICIPATING ACTIVELY IN SEMINARS.

6) COST ROUND TRIP - GUADALAJARA - WASHINGTON \$ 360.74 DLLS.

THE NOMINEES ARE RANK ORDERED; HOWEVER THE FIRST FOUR ARE CONSIDERED EQUALLY WELL QUALIFIED FOR THE TRAINING. IF THE PARTICIPATION FROM MEXICO IS LIMITED TO FOUR, WE STRONGLY RECOMMEND THE FIRST FOUR BE SELECTED. IF, HOWEVER, PARTICIPATION IS LIMITED TO CANDIDATES FROM MEXICO AND MONTERREY, WE REQUEST THAT THE THREE APPLICANTS FROM MEXICO CITY AND THE ONE APPLICANT FROM MONTERREY BE SELECTED. LUCEY

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Message Attributes

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Disposition Comment:
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Secure: OPEN
Status: NATIVE
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TAGS: AFSI, CGEN
To: STATE
Type: TE
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